



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **Antonette S. Cruz**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.80	70%	3.36
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.83	30%	1.45
TOTAL NUMERICAL RATING			4.81

TOTAL NUMERICAL RATING: 4.81

Add: Additional Approved Points, if any: 0.00

TOTAL NUMERICAL RATING: 4.81

FINAL NUMERICAL RATING 4.81

ADJECTIVAL RATING: Outstanding

Prepared by:

ANTONETTE S. CRUZ
Name of Faculty

Reviewed by:

JUNDY R. CASTIL
Department Head

Recommending Approval:

JANNET C. BENCURE
College Dean

Approved:

BEATRIZ S. BELONIAS
Vice President, Academic Affairs



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
MECHANICAL
ENGINEERING**

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"Exhibit B"

Individual Performance Commitment and Review Form (IPCR)

I, Antonette S. Cruz, of the Department of Mechanical Engineering commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period of July to December 2022.

ANTONETTE S. CRUZ

Ratee

Date: Jan 9, 2023

Approved:

JUNDY R. CASTIL

Head, DME

Date: Jan 9, 2023

JANNET C. BENCURE

College Dean

Date: 10 Jan. 2023

MFO & PAPs	Success Indicators	Tasks Assigned	Target	Actual Accomplishmen	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 2. Higher Education Services									
	OVPI MFO 1. Curriculum Program Management Services								
	PI 1. Percentage of first time licensure exam takers that pass the licensure exams	Monitor and document licesure exams result Prepare tarpulin containing the result and passers of the exam	61%	63.64%	5	5	5	5.00	7 out of 11 first time takers for August 2022
	PI 2: Percentage of undergraduate curricular program compliant to CMO approved and offered								
UMFO 5. Support to Operations									
	OVPI MFO 1. Faculty Development Services								
	PI 1: Number of faculty pursuing advanced research degree programs (PhD) facilitated, monitored and assisted *								
	PI 1.1: Number of faculty pursuing advanced research degree programs (MS) facilitated, monitored and assisted	Monitor and assist faculty on study leave through submission of progress report	2	2	5	5	5	5.00	Faculty on study leave: Engr. Bantay, Engr. Impas

	PI 1.2: Number of faculty who finished advanced degree program on time								
	PI 2: Number of faculty granted with external scholarships	Monitor and assist faculty on study leave with external scholarship	1	1	5	5	5	5.00	Engr. Impas with DOST scholarship
	PI 3: Number of faculty granted with internal fellowship grants	Monitor and assist faculty on study leave under the VSU Scholarship/Fellowship Program	1	1	5	5	5	5.00	Engr. Bantay with VSU fellowship scholarship
	PI 5: Number of faculty sent for trainings, seminars, conferences	Draft recommendation for trainings/ seminars/ workshops per instruction	4	4	5	5	4	4.67	Engr. Castil-1, Engr. Paña-2, Engr. Ebit-1
	OVPI MFO 4. Program and Institutional Accreditation Services								
	PI 8. Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	Abide by the ISO 9001:2015 clauses and the VSU QMS	100%	100%	5	5	4	4.67	No NCs
	OVPI MFO 6. General Administration and Support Services								
	PI 1. Submission of College/Department PPMP for the following year within deadline as prescribed by BAC*	Submit PPMP for General Fund and Laboratory Share	1	1	5	5	4	4.67	Indicative PPMP-GF
	PI 2. Zero percent complaint from clients served	No complaint were filed	0	0					No complaints received
	PI 4. Number of planning sessions, tracking and monitoring of targets, etc. conducted to ensure attainment of department targets**	Assist the department head in the conduct of planning sessions and/or related activity	2	2	4	5	5	4.67	Discussed during department meetings
	PI 5. Number of monthly/special faculty & staff meetings conducted**	Prepare notice, attendance sheets and minutes of meeting	10	13	5	5	4	4.67	13 regular and special meetings assisted
	PI 6. ADDITIONAL OUPUTS								
	Number of administrative documents acted	Prepare and process office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS, et. al	600	3900	4	5	5	4.67	as per logbook entries from January to December 2022
Total Over-all Rating								4.80	

Average Rating (Total Over-all rating divided by 4)		4.80
Additional Points:		
Approved additional points (with copy of approval)	XX	
FINAL RATING		4.80
ADJECTIVAL RATING	Outstanding	

Comments & Recommendations for Development Purpose:

Keep up the good works. Encouraged to seek relevant trainings and seminars related to office management to continuously improved your gooo performance. You have played a vital role in department's achievements

Evaluated & Rated by:

JUNDY R. CASTIL

Department Head

Date: JAN 9, 2023

Recommending Approval:

JANNET C. BENCURE

College Dean

Date: 10 Jan. 2023

Approved:

BEATRIZ S. BELONIAS

Vice President, Academic Affairs

Date: 11/16/2023

1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



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Exhibit I

PERFORMANCE MONITORING FORM

Name of Employee: **Antonette S. Cruz**

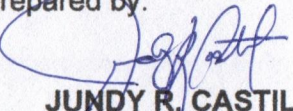
Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date accomplished	Quality of Output*	Over-all assessment of output**	Remarks/ Recommendation
1	Monitor and document licensure exams result	61%	January 2022	December 2022	December 2022	impressive	satisfactory	6 out of 11 and 7 out of 11 first time takers for Feb and August 2022 licensure exam, respectively
2	Monitor and assist faculty on study leave through submission of progress report	2	January 2022	December 2022	December 2022	impressive	satisfactory	Faculty on study leave: Engr. Bantay, Engr. Impas
3	Monitor and assist faculty on study leave with external scholarship	1	January 2022	December 2022	December 2022	impressive	satisfactory	Engr. Impas on DOST scholarship
4	Monitor and assist faculty on study leave under the VSU Scholarship/Fellowship Program	1	January 2022	December 2022	December 2022	impressive	satisfactory	Engr. Bantay with VSU fellowship scholarship
5	Draft recommendation for training/ seminars/ workshops per instruction	4	January 2022	December 2022	December 2022	impressive	satisfactory	Engr. Castil-1, Engr. Paña-2, Engr. Ebit-1
6	Abide by the ISO 9001:2015 clauses and the VSU QMS	100%	January 2022	December 2022	December 2022	impressive	very satisfactory	Complied to all requirements set by the QMS
7	Submit PPMP for General Fund and Laboratory Share	1	January 2022	December 2022	December 2022	impressive	satisfactory	Submitted PPMP-GF
8	No complaint filed	0	January 2022	December 2022	December 2022	impressive	very satisfactory	No complaint filed

9	Assist the department head in the conduct of planning sessions and/or related activity	2	January 2022	December 2022	December 2022	impressive	satisfactory	Assisted Engr. Castil during meetings
10	Prepare notice, attendance sheets and minutes of meeting	10	January 2022	December 2022	December 2022	impressive	very satisfactory	Prepared notice, attendance sheets and minutes of monthly meeting
11	Prepare and process office requests, recommendations, contracts and reports; faculty workload; DTR; cash advance, reimbursement and liquidation; finance related documents such as PR, RIS, et. al	600	January 2022	December 2022	December 2022	impressive	satisfactory	Prepared and processed office documents as necessary

* Either very impressive, impressive, needs improvement, poor, very poor

** Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


JUNDY R. CASTIL
Unit Head



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July to December 2022

Name of Staff: Antonette S. Cruz

Position: Administrative Aide VI

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.


Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1

Total Score		4.83				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3.	Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4.	Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5.	Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score		N/A				
Average Score						

Overall recommendation

: Keep up the good work. Attend trainings and seminars in effective records management.


JUNDY R. CASTIL
 Department Head



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Exhibit L

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **Antonette S. Cruz**

Performance Rating: **Outstanding**

Aim: To be an effective implementer of the ISO 9001:2015 Quality procedures and assist in the implementation of the new OBEdized four (4) year BSME degree program as provided in the new CMO 97, s. of 2017.

Proposed Interventions to Improve Performance:

Date: January 2022

Target Date: December 2022

First Step:

- Monitoring and coaching on the implementation of ISO 9001:2015 quality procedures
- Re-orientation on the Outcomes-Based Education principles, provisions of the new Policies, Standards, and Guidelines in the offering of the new BSME curriculum as provided for in CMO 97, s. 2017 will be given.

Results:

- Ms. Cruz is able to monitor the compliance of Outcomes-Based Teaching and Learning (OBTL) Syllabi for the Second Semester SY 2021-2022 and First Semester SY 2022-2023.
- She is able to perform her duties and responsibilities as staff of the Department of Mechanical Engineering particularly in the implementation of ISO Quality Procedures.

Next Step:

- Continued monitoring and coaching on her duties and responsibilities in the department

Outcomes:

- Program compliance to CMO No. 97, series of 2017
- Consistent implementation of ISO Quality Procedures applicable to the department

Final Steps / Recommendations:

- Ms. Cruz will be continuously recommended for training and seminars to strengthen her competencies and qualifications.

Prepared by:

JUNDY R. CASTIL
Unit Head

Conforme:

ANTONETTE S. CRUZ
Name of Ratee